

**Veterans' Services
992650**

DO NOT MAKE ENTRIES ON THIS SHEET. IT IS FOR DISPLAY ONLY

Student Fee allocations

	16-17 Actual	17-18 Actual	18-19 Budget	19-20 Proposal	19-20 Difference	% 19-20 Difference
Base amount	\$ 28,261	\$ 28,527	\$ 34,276	\$ 53,453	\$ 19,177	56%
61000 - Salary	\$ 13,287	\$ 13,552	\$ 15,626	\$ 22,045	\$ 6,419	41%
62000 - Wages	\$ 12,205	\$ -	\$ -	\$ 10,400	\$ 10,400	#DIV/0!
63000 - Benefits	\$ -	\$ 5,713	\$ 8,815	\$ 11,173	\$ 2,358	27%
71000 - Current Expense	\$ -	\$ 3,262	\$ 3,835	\$ 3,835	\$ 0	0%
75000 - Travel	\$ 2,769	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	0%
76000 - Scholarships	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
77000 - Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Total Expense	\$ 28,261	\$ 28,527	\$ 34,276	\$ 53,453	\$ 19,177	56%
One time request				\$ -	\$ -	N/A
Total Request	\$ 28,261	\$ 28,527	\$ 34,276	\$ 53,453	\$ 19,177	56%
Carry Forward	\$ 1,805	\$ 319	\$ (1,927)	\$ (1,927)	\$ -	N/A

Notes, including any one-time request(s):

STUDENT FEE RECOMMENDATION COMMITTEE FEE REQUEST QUESTIONNAIRE FOR 2019-2020

Department or Program Name: Veterans Services

Name & E-Mail: Charlie Chandler cchandler@weber.edu

Phone: 801-626-6042 or 801-721-6382 (cell) Location: 1352 Village Drive, Ogden, UT 84408

Return Fee Request (this Questionnaire and the attached Spreadsheet) via email by Wednesday, December 5, 2018, at 4 pm to Jennifer Brustad at jenniferbrustad@weber.edu.

Note: All Student Affairs units must review fee requests with their SAMC representatives prior to submission.

Please respond to all of the following questions in a brief and concise manner (do not exceed 5 pages for questions 1-5).

1. What is your overall mission? Provide support services to Veteran students and eligible family members. Services include: processing educational benefits requests, mentoring, counseling and referral services.

2. What do students gain from participating in your program/facility that contributes to the success of a student's educational experience at Weber State? Over 800 military and family members receive services annually.

Participants receive their educational entitlements, to include tuition, fees, book allowance, and monthly stipend. As military members transition from a military environment to higher education, Veterans Services helps to make that process as "user friendly" as possible and direct them to necessary support services. Students receive the resources necessary to persist and graduate.

3. Describe, in general, the evaluation process that your program/facility uses to assess your ability to meet your mission. Our responsibility is to assist the Veteran or family member through the transition to academic and campus life, career preparation and graduation.

4. State any increases you received from student fees for 2018-19 (if any), and explain how the increases were/will be used.

Veterans Services received \$3,222 to adjust the salary termination of a State Grant which created an offset for Sheila Simko.

5. Describe any increases you are requesting from student fees for 2019-20 and explain your justification for the request. Each requested increase must be listed and described in your narrative (e.g., compensation, new positions, wage increases, travel, new

programmatic initiatives, etc.). Any increase described in your narrative must be itemized on your budget spreadsheet (see question 6 below).

Veterans Services will move to the Shepard Union Building to co-locate with the Non-Traditional Student Center late spring of 2019. Veterans Services requests an hourly (20 hours weekly) position to occupy the front desk. This Student Support Specialist position will be the initial contact for Veterans and their family members as they report to Veterans Services for all services. The funding request is for \$10,400 in wages and \$884.00 in benefits for a total request of \$11,284.

In addition, Veterans Services is requesting \$6,419 salary and \$1,474 in benefits (25% of a full time position funded by the Non-Trad Center) for an Administrative Support Specialist position. Duties to Veterans Services will include fill-in for the Veterans reception desk, reconciling receipts and monitoring budget. Failure to fund these positions will result in degraded customer service and budget accountability in a newly formed, co-located setting for both Veterans Service and the Non Trad Center.

Total: \$19,177

6. Complete the attached spreadsheet outlining your overall budget and any requested increase. Each requested increase described in your narrative (see question 5 above) should correspond to the line items in the spreadsheet column "19-20 Change."

If you have any questions, please contact Jennifer Brustad at 626-8904, jenniferbrustad@weber.edu; Dave Taylor at 626-6737, dtaylor@weber.edu; Daniel Kilcrease at 626-6008, dkilcrease@weber.edu; or Brett Perozzi at 626-6008, brettperozzi@weber.edu.